NC E-Procurement

SunPac Fall Conference

November 2015

General Statistics

- More than **5 Million** purchase orders and over **$32 Billion** in spend has processed through the NC E-Procurement system

- Over **10,500** NC users from almost **200** different entities currently use NC E-Procurement.

- Over **50,000 vendors** are registered in the NC E-Procurement system.

Benefits

NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

- There are more than **380 electronic catalogs** representing over **110 Statewide Term Contracts** available to users

- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs**

- Orders and internal approvals are **routed electronically** and maintained for accountability – **paper free!**

Recent Awards

The Department of Administration, Division of Purchase & Contract has negotiated over 110 Term Contracts, which offer significant savings opportunities:

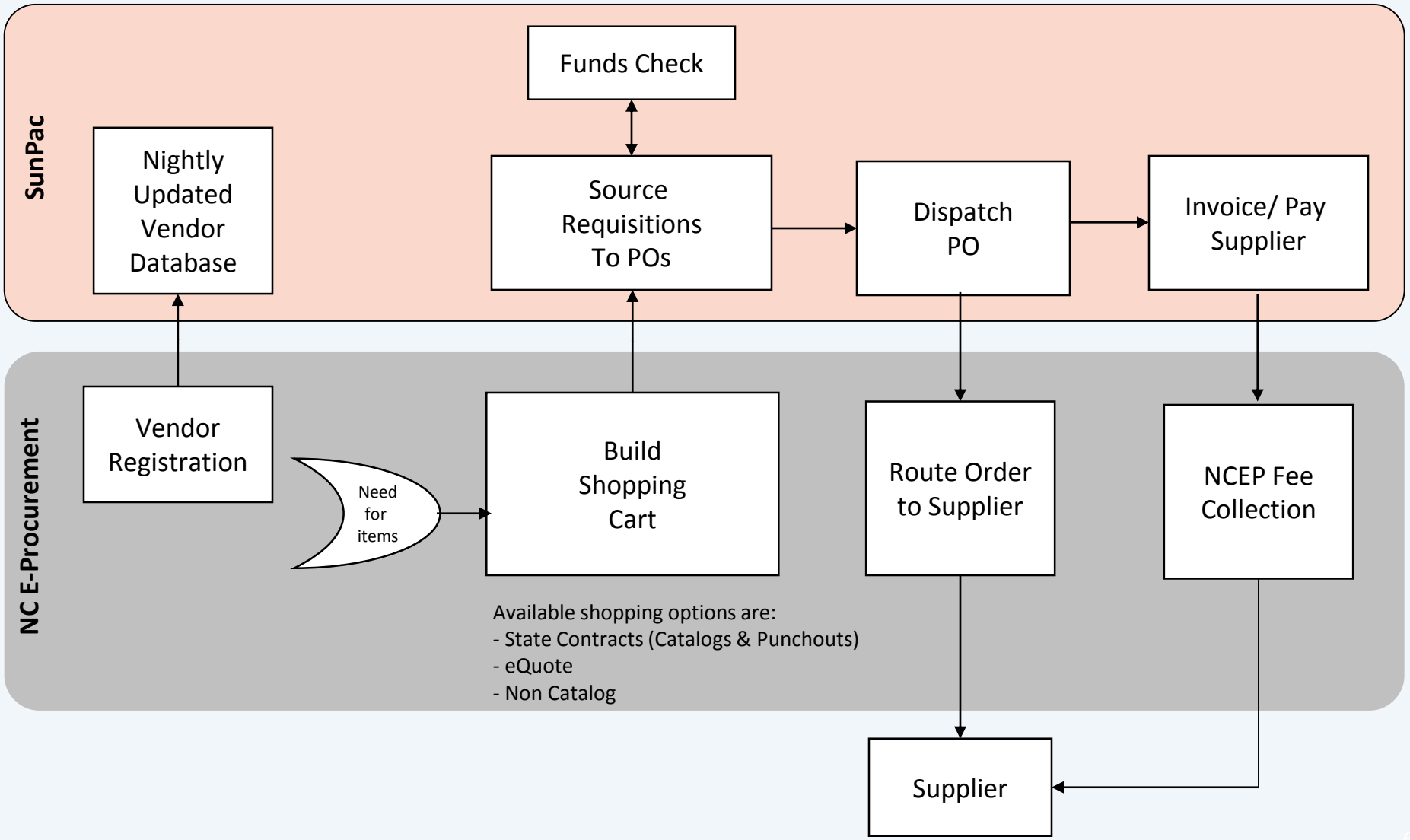
- **615A – Office Supplies** was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.
- **645A – Office Paper** is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.
- **445B – Maintenance, Repair, and Operations (MRO)** was awarded to Grainger. It consolidated several previously separate contracts.
- And Fuel contracts:
  - **405A – Propane**
  - **405B – Diesel**
  - **405C - Gasohol**

Catalogs

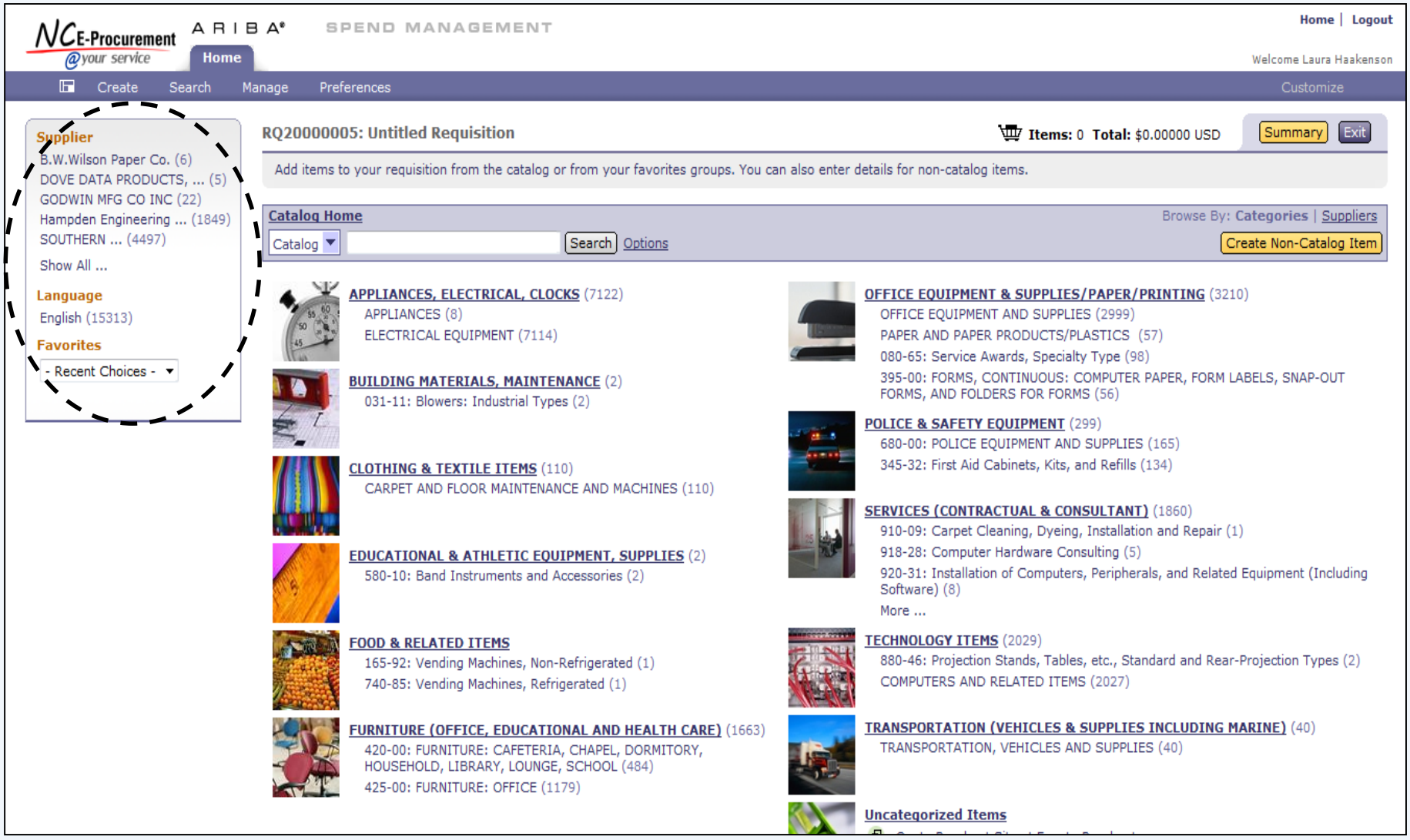
- NC E-Procurement online catalogs provide an online shopping experience to the end user, which includes:
  - The ability to search for a specific item on Statewide Term Contract
  - The ability to conduct a side-by-side item comparison
  - The ability to note commonly ordered items as “favorites”, allowing quick access in the future

- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders

NCEP Interface Overview



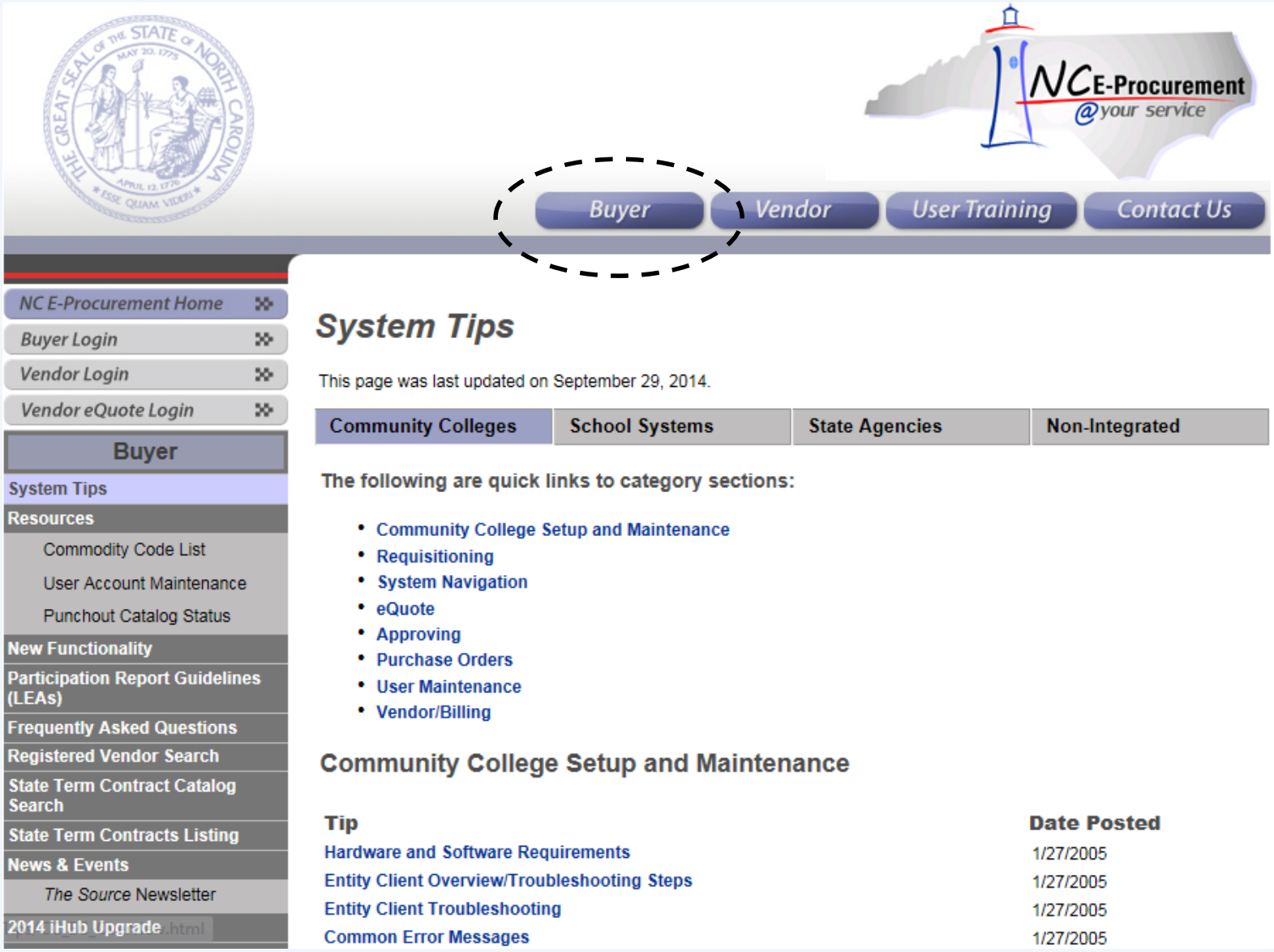
Catalog Demo



Tips & Tricks

- Use the **copy** functionality in NC E-Procurement to reduce re-work when purchasing items previously ordered.
- Use the **Mass Edit** functionality to set things such as **Account Code** for all line items at once.
- When entering shipping as a line item on eRequisitions in NC E-Procurement, use commodity code **962-86**
- Conduct a **purchase order** system search using the NC E-Procurement requisition ID to determine if a previously created requisition has been turned into a purchase order.
- The **Remit To Address** is now visible in the NC E-Procurement Registered Vendor Search.

General System Tips



Training Opportunities

- **10 Web Based Trainings & 40 Job Aids**
  - *Self-paced online training modules*
  - *Printable job aids with screenshots*
  - *http://eprocurement.nc.gov/Training.html*
- **Onsite Training**
  - *Free on an as needed basis*
  - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
  - *Hands on experience for new users or trying Approval Flows*

The NC E-Procurement Help Desk is manned by highly-trained and friendly IT customer service agents dedicated to serving you!

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov